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**ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT SYSTEM POSITIONAN
EQUAL OPPORTUNITY EMPLOYER**

JOB TITLE: Personnel Specialist I

NUMBER: 13-40

JOB CODE: H1000 **SALARY RANGE:** 61 (\$26,464.80 to \$40,252.80)

POS. 8801333

JOB LOCATION: Bryce Hospital

DATE: 09-27-13

QUALIFICATIONS: Bachelor's degree in Human Resource Management or High School Diploma or GED equivalency, preferably supplemented with courses in personnel, business, or public administration. Considerable (36 months or more) responsible clerical experience, including some experience (12 months or more) processing personnel transactions and records in a state agency or equivalent personnel office setting.

KIND OF WORK: Coordinate all workers' compensation documentation pertaining to on-the-job injuries for Bryce and Harper to pay all medical claims on employees and compensate for hours lost due to on the job injury. Compile information & prepare monthly/quarterly reports for Governing Body on workers compensation injuries as well as patient or non-patient related incidents. Coordinate and process all paperwork related to FMLA for Bryce and Harper to protect employees from loss of benefits and offer job protection for employees to be absent due to personal or family member need. Assist employees from Bryce and Harper with payroll functions pertaining to insurance, retirement, taxes, etc changes. Enter confidential insurance information into SEIB database on employees to insure accurate coverage. Back up for sorting & distributing checks/timecards each pay day and assisting retirees with completing forms for disability, service and age retirement. Assist timekeepers from Bryce and Harper with problems/question. Collect exit interview forms and send to Associate Commissioner monthly. Back up for Accounting Assistant I in the process of distributing/checking/posting annual evaluations and pre-appraisals on a monthly basis for Bryce and Harper and the review of Annual Raise/Denial lists received on a monthly basis for Bryce and Harper to insure that qualifying employees receive a pay increase related to their performance appraisal rating.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of computer and various Microsoft Office packages and ability to operate a variety of office equipment. Knowledge of file maintenance and record keeping. Knowledge of mathematics to include basic statistics. Ability to prepare correspondence in connection with personnel requests. Ability to read and interpret state and federal rules, guidelines and departmental policies and procedures governing human resource management. Ability to effectively communicate orally and in writing. Ability to analyze situations and exercise good judgment in solving problems.

METHOD OF SELECTION: Applicants will be rated on the basis of an evaluation of their training, experience, and education, and should provide adequate work history identifying experiences related to the duties and minimum qualifications as above mentioned. All relevant information is subject to verification. **Drug test required. Security clearances will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with patients.**

HOW TO APPLY: USE AN OFFICIAL APPLICATION FOR PROFESSIONAL EMPLOYMENT (EXEMPT CLASSIFICATION) WHICH MAY BE OBTAINED FROM THIS OFFICE Or The Official Web Site www.mh.alabama.gov. THE APPLICATION SHOULD BE RETURNED TO PERSONNEL OFFICE, BRYCE HOSPITAL, 200 UNIVERSITY BLVD., TUSCALOOSA, ALABAMA, 35401 BY **UNTIL FILLED** IN ORDER TO BE CONSIDERED FOR THIS POSITION. DO NOT RETURN THIS APPLICATION TO THE STATE PERSONNEL DEPARTMENT. **PLEASE HAVE AN OFFICIAL COPY OF TRANSCRIPT (S) FORWARDED TO THE PERSONNEL DEPARTMENT AT THE ABOVE ADDRESS.** Only Work Experience Listed On The Application Form will be considered. Additional sheets if needed, should be in the same format as the applications. Resumes will not be accepted in lieu of an official application